

IC STAFF
Routing Slip

DCI/IC 84-5318

TO:	ACTION	COORD	INFO
EO/ICS			<i>jea</i> 1 Feb 84
D/ICS			
DD/ICS			
EA-D/ICS			<i>M</i>
SA-D/ICS-EP			
CIPC			
LL			
PPS			
PBS			
COMIREX			
SIGINT			
HUMINT			
FIPC			
IHC			
SECOM			
CCIS			
SECRETARIAT			
FLC			
AS	X		
REGISTRY			
DDCI			
SUSPENSE: <u>15 Feb</u> Date			
REMARKS: Admin staff - by 8 Feb please provide me a verbal recommendation on this. Any submission formally made should be prepared by 15 Feb. <i>jea</i>			

03 FEB 1984

LOGGED

Pers 3

Registry

PAJ

Date

ROUTING AND TRANSMITTAL SLIP 31 January 1984

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. Director, Intelligence Collection
Staff [redacted]

2.

3. Personnel / AS / ICS

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.
901 Ames

C/RAD/ROB/Pers

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

GPO : 1981 O - 351-525 (148)

STAT

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31 January 1984

MEMORANDUM FOR: Director, Intelligence Collection Staff (U)

FROM: Robert W. Magee
Director of PersonnelSUBJECT: Retirement Award Review -

1. Recently, the employee identified above signed an application for retirement to be effective 31 March 1984. In order to insure that this employee is considered for an award consistent with you are asked to initiate a review of this employee's career performance to determine whether a recommendation for a career award is appropriate. If you determine that a career award recommendation is appropriate, I ask that it be made sufficiently in advance of the employee's retirement date to ensure presentation prior to the employee's departure. We find that greater significance is attached to an award when it is received close to the date of retirement. I have been somewhat disappointed to have to inform employees of a retirement award by letter months after they have separated from the Agency. While the letters are nicely prepared, it is a very cold practice which does not reflect particularly well on us nor does it communicate to the recipient the real degree of gratitude we have for the many years of loyal service. Surely we can do better than this. (U)

2. Because retirement is a significant event in an employee's life, we suggest some form of retirement recognition for each employee. While you will likely have some thoughts of your own for this recognition, we suggest that you consider personalizing this event by arranging a farewell meeting with the retiree, you and your senior officers, on the last day of employment. At that time you can express the Agency's gratitude for the employee's career contributions and extend best wishes for the future. Most retirees have found this type of meeting meaningful after giving many years of their life to the Agency. (U)

Robert W. Magee

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Page Denied